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| **CIRENCESTER COLLEGE** | | | | |
| AGENDA – CORPORATION – 18th March2024.  5pm to 7pm  T105  This meeting will also be available via Microsoft Teams  **4.15pm - This meeting will be preceded by annual governor health and safety training delivered by Estate and Environment Manager.** | | | | |
| **KEY**  D – Items requiring a decision of Corporation  N – Items to note  GG – Good Governance | | | | |
| **Strategic objectives 2022-2027**  Strategic Objective 1 – To enable all students and staff to achieve their full potential.  Strategic Objective 2 – To be regionally recognised as an inspiring college.  Strategic Objective 3 – To be a college of the future | | | | |
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|  |  |  |  | Focus Governor |
| 1. | N | **Apologies for absence** – CS (leave by 5.45pm), LR. | Chair |  |
| 2. | N | **Declarations of interest** | Chair |  |
| 3. | N | **Health and Safety**   1. To receive and review the annual Health and Safety Report 2. To receive, review and approve the Health and Safety Policy | Estate and Environment Manager | ME |
| 4. | N | **Principal’s Report** **(Confidential)** including:   1. Principal’s report March 2023. 2. Key Performance Indicator (KPI) tracker against Strategic Plan 2022-27. | Principal | All |
| 5. | N | **Estate strategy, management and environmental sustainability (accommodation strategy)**  This item is deferred until Corporation meeting on 29th April 2024. | Principal | CH |
| 6. | N | **Student Induction Survey (Confidential)**  To receive and note the annual report following the Student Induction Survey (October 2023) – with headline data. | VP Curriculum and Quality | Student Governors |
| 7. | N | **College Performance (Confidential)**  To receive the report on college performance with data on student outcomes for particular groups – FSM, deprived areas, polar postcodes. | VP Student Experience and External Relations | BW |
| 8 | N | **Special Educational Needs and Disabilities (SEND) report.**  To receive the report on provision of education and support to students with special educational needs and disabilities. | VP Student Experience and External Relations | LR |
| 9. | D | **Financial Report and Accounts**  To receive, note and approve:   1. January 2024 (PO6) financial statement and college finance commentary extended to 2027-2028. 2. Form of compliance certificate to Lloyds Bank. 3. For information – Department for Education guidance 16-19 funding: information for 2024-2025 (published 13th February 2024). | Finance Director | DZK |
| 10 | N | **Indicative Budget 2024-2025**  To receive, discuss and note the indicative budget for 2024-2025.  Note – the final budget for 2024-2025 will be presented to the Corporation meeting on 29th April 2024 for review and approval. | Finance Director | All |
| 11. | N | **Student Governors**  To receive feedback from the Student Governors. | Student Governors | BM/KH |
| 12. | N | **Focus Governance**   1. To note the Focus Governor appointments made by Search and Governance Committee on 5/2/2024: 2. Safeguarding 3. SEND 4. Finance 5. Health and safety 6. Local Skills agenda 7. Careers 8. Staff experience 9. Apprenticeships 10. Curriculum 11. Buildings and development – to be recruited. 12. Digital Skills – to be recruited. 13. To receive reports from Focus Governors regarding contact and meetings with SLT and key college staff. 14. Finance meeting 25th January 2024 (DZK) 15. Health and Safety meeting 12th February 2024 (ME) 16. STEAM Faculty Review 4th March 2024 (GW) 17. Business and Land; Human Behaviour Faculty Reviews 7th/8th March 2024 (BW). | Chair | All |
| 13 | N/D | **Corporation membership (Confidential)**   1. The Corporation is asked to note the change in Corporation membership effective from 15th February 2024. 2. The Corporation is asked to approve the recommendation to appoint, from the governor selection panel, following the interview on 8th March 2024. | Chair | All |
| 14. | N | **Committee membership**  On the recommendation of the Search and Governance Committee (5th February 2024) and with the agreement of the Chairs of the Remuneration Committee, Search and Governance Committee, Audit Committee and the individual members concerned the Corporation is asked to note:   1. The appointment of ME as member of Remuneration Committee. 2. The appointment of PL and NW as members of Search and Governance Committee. 3. The appointment of GW and CS as members of Audit Committee. | Chair | All |
| 15. | G | **Governance**   1. To note, approve and sign off the minutes of the Corporation meeting on 22nd January 2024. (NB: Issued to Corporation for comment on 29/1/2024): 2. Confidential Internal minutes 3. External minutes 4. Matters arising from the 22nd of January 2024 minutes not covered elsewhere on the agenda: 5. Item 15c – Governor training. The Chair of the Corporation asked governors to consider their preferences regarding governor training options – from 4.15pm prior to Corporation meeting or from 5pm leading to later finish for Corporation meetings. | Chair | All |
| 16. | GDN | **Search and Governance Committee**   1. To receive the minutes (confidential draft) of the Search and Governance Committee meeting of 5th February 2024. 2. To receive any further recommendations from the Search and Governance Committee following its meeting on 5th February 2024: 3. Corporation Self-Assessment Questionnaire and Report (SAQ and SAR) 2023-2024. The Committee recommends that the completion of the SAQ and SAR be brought forwards to the end of the academic year to allow the report to be received at the Corporation strategy meeting in September 2024. | Chair of Search and Governance Committee | All |
| 17. | GN | **Audit Committee**   1. To receive the minutes (confidential draft) of the Audit Committee meeting of 4th March 2024.   To receive and note:   1. The Interim Risk Management Report as of March 2024. 2. The Risk Assurance Register as of March 2024. 3. Internal audit 2023-2024 update report.   To receive any further recommendations or information from the Audit Committee following its meeting on 4th March 2024:   1. HR system (verbal update). 2. IT and cyber security update (verbal update). 3. Financial Regulations – to be amended to include Managing Public Money (MPM), ESFA bite sized guides and ‘Dear Accounting Officer’ letter following ONS reclassification. The regulations are subject to review over the Audit Committee meetings of 4th March 2024 and 10th June 2024 and the final draft will be brought to Corporation on 24th June 2024 for approval. | Chair of Audit Committee | All |
| 18. | GD | **Policies**  To review and approve the following policies:   1. Health and Safety Policy (agenda item 3b of this meeting refers). 2. Whistleblowing Policy (from Audit Committee 4th March 2024). 3. Fee and Income Policy 2024-2025. | Chair | All |
| 19. | GD | **Standing Orders**  To receive the following Standing Orders reviewed by the Search and Governance Committee on 5th February 2024 and recommended for approval by the Corporation:   1. Standing Order Appendix 2B – Summary of key business items 2023-2024 academic year- with introduction of dates for reports to SLT and/or academic board and receipt by Clerk highlighted. 2. Standing Order Appendix 9 (Staff Governor) with proposed revision highlighted. 3. Standing Order Appendix 17 – Members Tenure of Office. 4. Standing Order Appendix 36 – How views are elicited. | Chair | All |
| 20. | N | **Any Other Business**  Chair to be notified in advance. Inclusion at the discretion of the Chair. | Chair | All |
| 21. | N | **Date of next meeting**  5.00 pm on Monday 29th April 2024 in T105 at Cirencester College.  **The meeting will be preceded at 4.15pm by a campus tour for governors to view new buildings and facilities.**  As detailed in SO Appendix 2B – Summary of Key Business 2023-2024 this meeting will receive reports on the following:   * Estate strategy, management and environmental sustainability (accommodation strategy) – deferred from this meeting. * 16-19 Study Programmes (Curriculum offer, high needs support, T Levels, enrichment, STEAM). * Quality of teaching and learning (Planning and implementation, impact, pedagogy, out of class learning, high achievers). * Pastoral support (student behaviour/attitudes, student support, student participation in enrichment and community). * 2024-2025 budget sign off. * 2024-2025 pay proposals. * Statutory duties (safeguarding, Prevent, EDI,   GDPR, FOI).   * Attendance and Retention Report (for Spring Term 2024) (added to schedule after Corporation meeting on 9th October 2023) | Chair | All |
| 22. | N | **Remuneration Committee - Confidential**  To receive a verbal report of the Remuneration Committee meeting of 19th February 2024 and any recommendations from that meeting. | Chair of Remuneration Committee | External Governors only |